

# KEYSTONE

## CTE SUPPORT AND WORK-BASED LEARNING COURSES

### Career Guidance Electives

#### **493850 DWE-Approved Keystone (9-10)**

Credit: .5 Grade Levels: 9-10

Does course count in required 38 units and, if yes, how: Yes

Career & Technical

Does course count in the 22 units required for graduation: Yes

Licensure required to teach this course:

410

Career Academy Endorsement

### **Program Description**

Keystone Programs are designed to help students' make smooth transitions from middle schools to high schools. The program must serve students entering high school (1<sup>st</sup> semester). The program is customized by faculty members to meet the needs of individual project sites.

Keystone has several purposes that include:

- Decreasing the number of disciplinary referrals
- Lowering drop-out rates
- Raising test scores
- Increasing student involvement in school activities, clubs, and community service
- Increasing student enrollment in higher level academic course work and/or skills attainment
- Promoting sound career development planning

Minimum activities required are:

- An orientation process that introduces students to the school's offerings, faculty, activities, clubs, rules and regulations.
- Career exploration that builds on the students' Career Orientation experience and incorporates:
  - Job Shadowing
  - Mentoring
  - Career/College Fair
  - Guest Speakers
  - Supervised Field Trips to Business and Industry Sites
  - Parent/Student Educational/Career Development Conferences
  - Continuation of 4-6 year academic/career planning process

Although Keystone programs originated as an orientation program for schools implementing Academies, they may be adapted for use in regular high school settings.

### **Teacher Qualifications**

It is the school administrator's responsibility to assemble a team of visionaries to design the program. The team shall include qualified counselor(s), administrators and both academic and career and technical certified teachers. The goal of the team shall be to

establish the local guidelines and content for the Keystone program. A minimum of ten people shall serve on the team.

**Endorsement Requirements** – The Department of Workforce Education shall endorse all team members as Keystone teacher/advisors. To attain endorsement, each team member must attend a Vision Retreat (training session) during which time he/she will contribute to the development of a local plan, which is submitted to the Department and addresses the following topics:

- Establish the mission/goals for the program
- Establish the non-negotiable components
- Outline the orientation program
- Outline the career exploration component
- Define the workplace skills to be taught
- Design how career planning will be incorporated
- Establish the framework
- Establish the time frame
- Select and/or design appropriate bell-to-bell activities/curriculum for the first ¼ of program
- Identify resources and support
- Establish monthly meeting schedule
- Establish schedule for career exploratory activities
- Establish a division of responsibilities for further curriculum/activity development
- Establish a follow-up method to record student data regarding improvement in areas of concern
- Establish a goal and method of recruiting and training teachers for the keystone program
- Establish a date and method for evaluating program

An annual retreat shall be held during which time the process shall be revisited. Newly recruited teachers will participate in evaluating and modifying the Keystone program along side of veteran team members. Newly recruited teachers will receive endorsement when the revised plan is submitted to the Department.

### **Instructional Program**

- A. Classroom Instruction - shall follow the plan submitted to the Department by the school.
- B. Curriculum/Content Framework - Each Keystone program shall establish a framework as part of the plan submitted to the Department.
- C. Length of Course (Based on a standard schedule) -  
Length - One Semester  
(Schools on Block Schedules can modify the length of time to conform to the school's schedule – modification should be reflected in the plan submitted to the Department)
- D. Course Credits (Based on a standard schedule)  
Students shall receive .5 credit for completing a full-semester Keystone program.